

MyTax.DC.gov User Guide: How to Apply for a Cigarette Stamp Redemption



Cigarette wholesalers can learn how to apply for a cigarette stamp redemption in the District of Columbia via MyTax.dc.gov by following the steps outlined in this guide.



Can't find what you're looking for? Enter keywords here to filter.

Business

I want to...

- > Register a New Business - Form FR-500
- > Register a Special Event - Form FR-500B
- > Request a Certificate of Clean Hands

Individual

I want to...

- > Check the Status of My Refund
- > Learn More About DC Freefile/Fillable Forms
- > Respond to Verification Letter
- > View Tax Forms

Real Property

I want to...

- > Make a Real Property Payment
- > Search Real Property by Address or SSL
- > View More Options

Clean Hands

I want to...

- > Request a Certificate of Clean Hands
- > Validate a Certificate of Clean Hands
- > Learn More About Certificate of Clean Hands

Forms

I want to...

- > Submit an Extension
- > View/Retrieve Current Year Tax Forms
- > View/Retrieve Prior Year Tax Forms
- > View MeF Information

Quick Links

I want to...

- > Submit a Customer Service Survey
- > View FAQs
- > View Tutorials
- > Contact OTR

Quick Payments

Resources

Submissions

Tax Law and Guidance

I want to...

- > View Private Letter Rulings
- > View DC Tax Code
- > View Tax Guidance Issued by OTR
- > View Notices

Taxpayer Advocate

I want to...

- > View Taxpayer Bill of Rights
- > Request Assistance
- > En Español

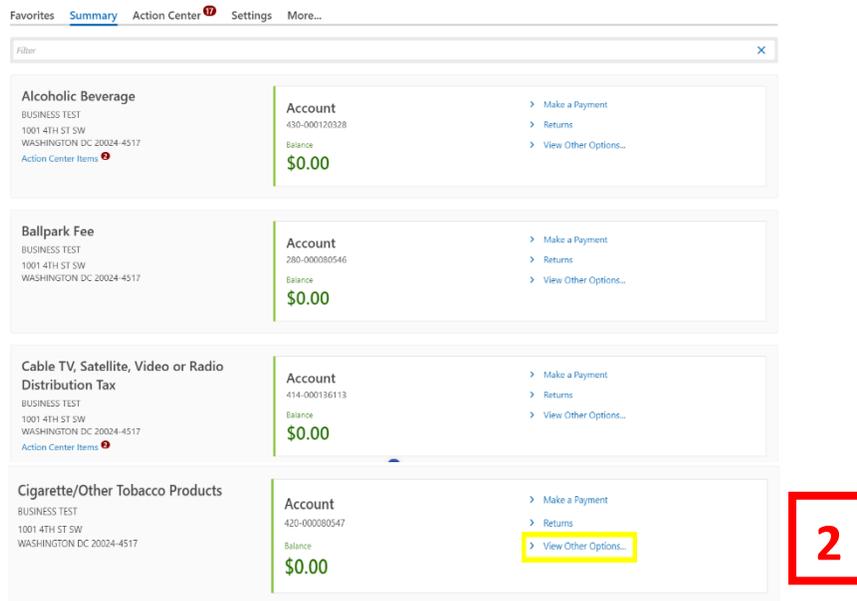
More...

I want to...

- > File Form FR-329 - Consumer Use Tax Return
- > Request Government Exemption
- > Request Residential Parking Exemption
- > Search for Certificate/License Exemptions

MyTax.DC.gov User Guide: How to Apply for a Cigarette Stamp Redemption

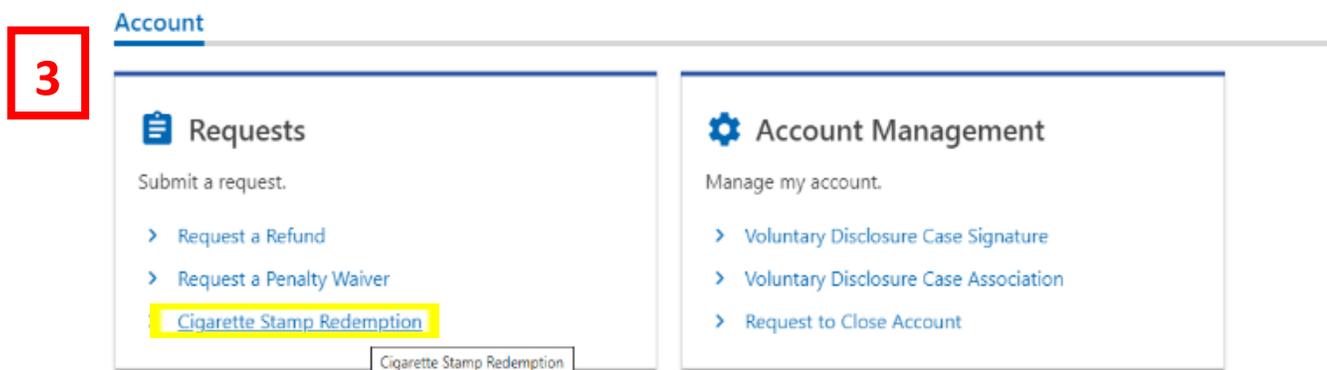
1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, log in using your **Username** and **Password**.
 - a. If you do not have a [MyTax.DC.gov](https://mytax.dc.gov) account, click Sign-up to use MyTax.DC.gov to register for an account (click [here](#) to access the “How to Sign up for MyTax.DC.gov” user guide).



Account Summary Page:

- Alcoholic Beverage**: Account 430-000120328, Balance \$0.00
- Ballpark Fee**: Account 280-000080546, Balance \$0.00
- Cable TV, Satellite, Video or Radio Distribution Tax**: Account 414-000136113, Balance \$0.00
- Cigarette/Other Tobacco Products**: Account 420-000080547, Balance \$0.00. **View Other Options...** (highlighted)

2. Click on **View Other Options**.



Account Page:

- Requests** (highlighted with red box '3')
 - Submit a request.
 - Request a Refund
 - Request a Penalty Waiver
 - Cigarette Stamp Redemption** (highlighted with yellow box)
- Account Management**
 - Manage my account.
 - Voluntary Disclosure Case Signature
 - Voluntary Disclosure Case Association
 - Request to Close Account

3. Under **Requests**, click on **Cigarette Stamp Redemption**.

Cigarette Stamp Redemption

4

Special Conditions

Supporting Information

Business Information

Stamp Information

Cigarette Stamp Redemption

Claims for refund or credit must be filed by:

- In the case of an individual, the request must be filed by the licensee.
- In the case of a partnership, the request must be filed by each of the partners.
- In the case of a corporation, the request must be filed by the President or Vice President.

No refund or credit will be allowed for misplaced, lost or stolen stamps.

Requests for refund or credit must be made within six months after the stamps have been destroyed, damaged, or rendered unneeded for the purpose intended. The stamps for which the owner no longer has a use (business closed, etc.) must be returned to:

Office of Tax and Revenue
Audit Division
PO Box 556
Washington, DC 20044

In the case of stamps affixed to packages of cigarettes which were returned to the manufacturer in an unsalable condition, a claim for refund or credit must be filed within six months after it has been determined that the packages of cigarettes are unsalable. A Cigarette Manufacturers' Affidavit (FR-604) must be submitted to substantiate the claim.

If the information provided by the claimant is deemed insufficient according to the policy set forth by the Deputy Chief Financial Officer, Office of Tax and Revenue, the claim will be denied.

No refund shall be allowed in those cases where the owner will be allowed credit on the purchase of new stamps.

Cancel

4a

< Previous

Next >

4. Read the Cigarette Stamp Redemption **Special Conditions** carefully.
 - a. Click **Next**.

5 Cigarette Stamp Redemption

Special Conditions Supporting Information Business Information Stamp Information

Application for Redemption of Cigarette Tax Stamps

Application is hereby made in accordance with DC Code 47-2407 "To Provide for the redemption of District of Columbia tax stamps" for the credit of the CIGARETTE TAX STAMPS listed below:

Name of Applicant **5a** License No. **5a**
 BUSINESS TEST Required

5b Were the stamps willfully or intentionally destroyed or spoiled by applicant or any other person with applicant's consent or knowledge? **5b**
 No Yes

5c The circumstances from which this claim originates are as follows: **5c**
 Required

If the stamps were destroyed, answer the following questions:

5d a. Did applicant have possession of stamps at the time of destruction? **5d**
 No Yes

b. Were stamps totally destroyed?
 No Yes

c. Explain circumstances of their destruction.

5e

5. On the **Supporting Information** page, answer the following:
 - a. **License Number**
 - b. Click **No** or **Yes** if **the stamps were willfully or intentionally destroyed or spoiled by applicant or any other person with applicant's consent or knowledge.**
 - c. Provide an answer in the space provided regarding the circumstances from which the claim originated.
 - d. Answer **No** or **Yes** to the remaining questions: **Did the applicant have possession of stamps at the time of destruction? Were stamps totally destroyed? Explain the circumstances of the destruction of the stamps** in the space provided.
 - e. Click **Next**.

Cigarette Stamp Redemption

Special Conditions Supporting Information **Business Information** Stamp Information

6

Business Information

Are you still in business? *

No Yes

Refund Address

1001 4TH ST SW

Street 2 Unit Type Unit Number

City State Zip Code

WASHINGTON DC - DISTRICT OF COLUMBIA 20024-4517

Country

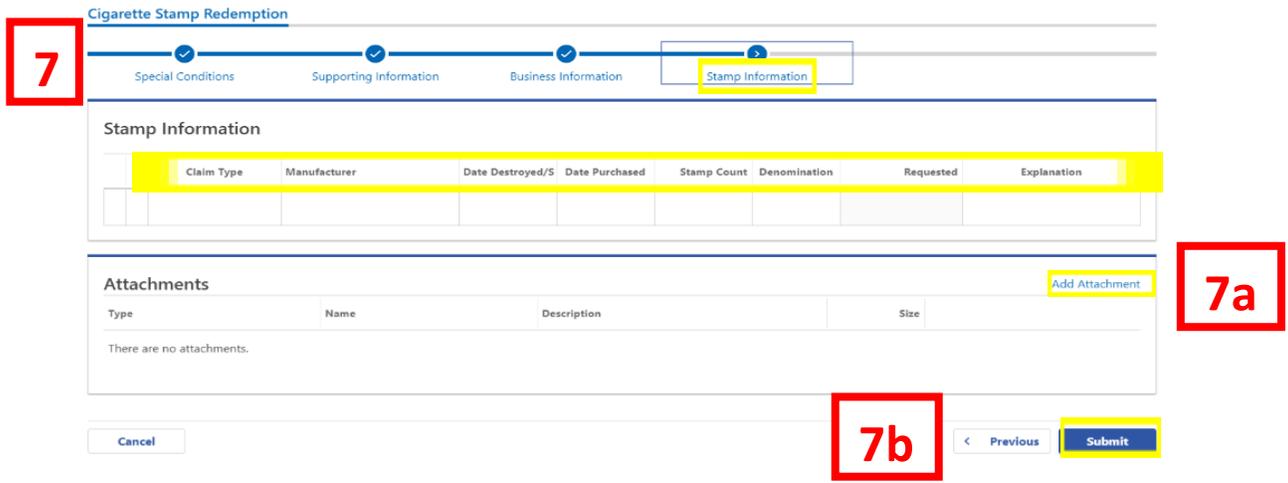
USA

6a

Cancel **6b** < Previous **Next** >

6. On the **Business Information** page, answer **No** or **Yes** if you are still in business. If your answer is No, you must provide a letter of closure under "Attachments." (See 8a)
 - a. Review the **Refund Address** and verify it's accurate.

Note: To update name or address, taxpayer can change it themselves under **More** tab -> Manage Names and Addresses.
 - b. Click **Next**.



7

Cigarette Stamp Redemption

Special Conditions Supporting Information Business Information Stamp Information

Stamp Information

Claim Type	Manufacturer	Date Destroyed/S	Date Purchased	Stamp Count	Denomination	Requested	Explanation

Attachments

Type	Name	Description	Size
There are no attachments.			

Cancel **7b** Previous Submit

7a

7. On the **Stamp Information** page, fill out the rows under **Claim Type** (e.g. **Damaged, Destroyed, or Unneeded**), **Manufacturer**, **Date Destroyed/Spoiled**, **Stamp Count**, **Denomination** (e.g. **Pack of 20 or 25**), **Requested** and **Explanation**.
 - a. If you have affidavits or letters of closure, you can include them as attachments by clicking the **Add Attachment** button. The destroyed or useless stamps should be mailed to:

Attn: Florence Sam
Office of Tax and Revenue
Compliance Administration
1101 4th Street, SW
Washington, DC 20024
 - b. Click **Submit**.

Confirmation

Your request has been successfully submitted. Please print or save a copy of this page for your records. If requesting redemption for damaged or spoiled cigarette tax stamps, please submit the stamps by mail to:

Office of Tax and Revenue
Audit Division
PO Box 556
Washington, DC 20044

If necessary, you may be contacted by OTR for additional information to accurately process your claim. When review of the claim is completed, a letter will be sent to the address provided by the applicant.
Your request confirmation number is **0-000-024-811**. Please retain your confirmation number for future reference.
Request Type: Cigarette Stamp Redemption
Submitted Date: 29-Oct-2020 4:22:50 PM

Contact Us:
(202) 759-1946
e-services.otr@dc.gov

[Printable View](#) 

[OK](#)

8. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.